

Grants for Arts Projects Application
Standard Review Grants
Details of the Project

Read the
instructions that
follow this form
before you start.

OMB No. 3135-0112
Expires 02/28/05

If necessary, you may attach up to two additional pages.

Applicant (official IRS name):



Type your narrative in the space provided; do not type outside the box. Do not reduce type below 12 point font size; leave space between paragraphs. The Arts Endowment and its panelists prefer succinct narratives. If necessary, you may attach up to two additional pages. Make sure that any additional pages are labeled clearly with your organization's name and have margins of at least one inch.

The information that you provide will be reviewed in accordance with the "Review Criteria" for the category under which you apply. Your project narrative should address each of these "Review Criteria" and include information on the following, as relevant to your project. Organize your response a), b), c), etc., and use the boldfaced language below as headings for each item. The headings do not have to be in boldface on the form. For example, "a) Major project activities. The ABC Performing Arts Center plans to ..."

- a) **Major project activities.** Be as specific as possible about the activities that will take place during the project period. Include information on the location(s) of the proposed activity and any special resources that will be used. For projects that will tour, provide a list of venues with dates and indicate the degree of commitment. For projects that involve publication, provide details on items such as projected sales figures, print runs, distribution plans, contributors' fees, payment policies, etc.

Learning in the Arts applicants also should convey:

- Details about classes, workshops, or other sessions (number, frequency, length, ratio of artists/teachers to children/youth, etc.). Indicate the knowledge or skills acquisition that is anticipated for the participants.
- How the participants will engage in or otherwise experience the arts and artists.
- If the project is to develop, test, evaluate, or disseminate a program or practice, what phase will be implemented, and how?

Access to Artistic Excellence applicants also should provide information on any educational component or activities of the project.

- b) Your **goals** in undertaking the project and what you hope to achieve. Address the Arts Endowment outcome that you have identified as most relevant. Identify any additional outcomes of your own that you have established for the project.
- c) **Schedule** of key project dates.
- d) **Key individuals, organizations, and works of art** that will be involved in the project. (Bios of key project personnel are requested as a separate item.) Indicate whether the artists, other individuals, and organizations that are cited are committed to or merely proposed for the project. Where relevant, describe their involvement in the development of the project to date. Describe the process and criteria for the selection of artists, organizations, and, where relevant, artworks. Where key individuals or organizations remain to be selected, describe the procedures that you plan to follow and the qualifications that you seek. *Learning in the Arts* applicants should focus on the individual(s) who will be responsible for the arts learning aspects of the project. Such individuals may be teachers, administrators, parents, and artists, as appropriate. Describe their experience as it relates to the project.
- e) The **target population** (i.e., the intended audience and/or other beneficiaries to whom the project is directed). Have you worked with this target population before? Has the target population been involved in the planning for and implementation of the project? If actual figures or reasonable estimates can be secured, indicate the number of people the project will serve. In the case of children and youth, describe the age range and any special needs that exist. Describe any underserved groups or areas that will benefit.
- f) **Plans for promoting, publicizing, and/or disseminating** the project, as relevant.
- g) **Plans for monitoring the project and assessing** the degree to which you achieve your goals. Include your plans for documentation, evaluation, and dissemination, as appropriate. Describe how you will measure your success in achieving the outcomes identified in b) above. If this is an ongoing project, state the results to date and the rationale for continuing the project. *Learning in the Arts* applicants also should describe how they plan to implement, as applicable:
- Assessment of student learning.
 - Formative and summative program evaluation.
 - Knowledge and/or skills development by artists, teachers, and other arts learning providers.
- h) **Plans for making the project accessible** to individuals with disabilities. This includes access accommodations for both facilities and programs, such as audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling, etc.. (For technical assistance on how to make your project fully accessible, contact the Arts Endowment's AccessAbility Office at 202/682-5532 or 202/682-5496 Voice/T.T.Y. or the Civil Rights Office at 202/682-5454 or 202/682-5695 Voice/T.T.Y.)
- i) **Budget.** If this project is being undertaken over and above your normal operations, what resources will be applied to cover these costs? What would you do if you receive less than 50 percent of your requested amount?